

<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Sheriff's Office / Jail	<b>CLASSIFICATION:</b>	135
<b>SUPERVISOR:</b>	Corrections Sergeant	<b>SALARY RANGE:</b>	Corporal
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	CCDSA

**GENERAL STATEMENT OF DUTIES:** Perform professional corrections work in the care and custody of prisoners in the Columbia County Jail. Provide basic assistance to Sergeants in supervising staff on a shift in a leadworker capacity. Accept, undertake, and complete all duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Must be able to perform and/or maintain all knowledge, skills, abilities and certifications associated with the position of Corrections Deputy Sheriff.

In the absence of and in assistance to the sergeant, supervise assigned shift including assigning and monitoring work, providing input to the sergeant in evaluating performance, training and providing input regarding disciplinary action.

Ensure a controlled and safe environment in the jail and that sanitation conditions meet standards.

Supervise counts and hourly check of inmates.

Assign deputies to and assist with feeding of meals. Provide contracted vendor with inmate counts for preparation of meals including special dietary needs. Ensure that inmates are fed meals in a timely manner.

Assign deputy to exchange laundry on exchange days.

Ensure booking procedures are complete and accurate and that inmate files are appropriately started for new custodies. Ensure inmates are classified in a timely manner. Ensure inmate files audits are conducted according to policy.

Supervise and regulate visits for inmates. Supervise and ensure that inmate releases are properly made.

Write reports as assigned/appropriate and approve reports authored by jail staff. Assist with the training of new employees assigned to shift.

Escort and/or assign deputies to take prisoners to court, including in-house and video court proceedings.

Follow all safety rules and procedures established for work areas. Comply with all relevant County and Sheriff's Office policies and procedures and ensure compliance from assigned shift. Work successfully as a team with all other jail staff and supervise in support of the Sheriff's vision, directives, and policy.

Make recommendations that might improve the operations and efficiency within the Jail operations.

**SUPERVISORY RESPONSIBILITIES:** In the absence of and in assistance to a Sergeant, supervise 2-10

Corrections Deputy and/or Technician positions on an assigned shift, including training, assigning and monitoring work, providing input to a Sergeant when requested for performance evaluations and providing input to a Sergeant, when appropriate, for potential disciplinary action. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws.

**SUPERVISION RECEIVED:** Works under the general supervision of the Corrections Sergeant who assigns general duties and reviews work for effectiveness and adherence to proper procedures and regulations.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school graduate, preferably with additional college level education in the field of law enforcement, equivalent to an Associate's Degree. Two years work experience as a Corrections Deputy and have completed the initial probationary period. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the work described may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the modern policies, procedures and techniques for the custody and care of prisoners; considerable knowledge of applicable laws and the Columbia County Sheriff's operating procedures; ability to assign, supervise and train employees in the proper and efficient performance of duties and use of equipment; ability to interpret laws and regulations and apply them to job situations; ability to recognize and analyze problems concerning the custody and care of prisoners and exercise judgment in directing or performing the necessary actions; ability to supervise various detention facility functions in an efficient and lawful manner; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with other employees, other agencies, the courts, prisoners and the general public; ability to perform the duties of a Corrections Deputy on a regular basis.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of the Department of Public Safety Standards and Training Basic Certificate at the time of appointment. Possession or ability to obtain DPSST Supervisory certificate within 24 months of appointment. Must possess a valid Oregon driver's license and have a good driving record to be verified by the Department of Motor Vehicles. Must qualify with a firearm and maintain an issued firearm. Must possess and maintain LEADS certification. Must meet and maintain all DPSST requirements for police/corrections certification as well as all proficiency standards outlined in the Sheriff's policy.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position involve the movement of files, books, evidence, equipment, etc.,

frequently exceeding 20 pounds. Often demands restraining, dragging and/or carrying inmates weighing between 100 to 250 pounds. Most work assignments require long periods of sitting, standing, walking, climbing stairs numerous times each shift and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and work stations. This includes working day, swing and night shifts, weekends, holidays and overtime as required. Daily contact with inmates and victims and interaction to diffuse aggression. May receive physical injuries when confronting inmates and/or victims and may possibly be exposed to hazards and risks which accompany exposure to inmates and/or victims. Tasks are performed in a variety of settings, including office and outdoor environments (with exposure to all type of weather conditions and terrain). The environment can be highly stressful and hazardous.

\* Invasive searches (e.g., strip searches) may be conducted only by a deputy of the same sex as that which the inmate identifies as, absent exigent circumstances as described in Jail policy J211. Certain other areas of inmate supervision may also only be conducted by same sex deputies such as supervision in the shower, etc.

A bona fide occupation qualification (BFOQ) has been established which provides that certain of the Corrections Deputy positions be designated as female only, so as to comply with the above limitation.